

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

- I. Position Title: Staff Engineer
- |                       |               |
|-----------------------|---------------|
| <u>Revision Date:</u> | 2/06          |
| <u>EEO Code:</u>      | Professional  |
| <u>Status:</u>        | Exempt (Prof) |
| <u>Control No.</u>    | 30509         |

II. Summary Statement of Overall Purpose/Goal of Position:

Under general supervision of the Chief Engineer, performs civil engineering functions regarding drainage systems, culinary water systems, street light systems, capital improvement projects, and coordinating between design, construction and operation.

III. Essential Duties

- C Manage capital improvement projects.
- C Coordinate between design and construction of capital improvement projects with city personnel, consultants and contractors.
- C Assist in master planning of public utility systems.
- C Provide technical assistance and consult with other departments regarding engineering functions related to public utility systems.
- C Answer contractor's questions regarding projects to be bid upon, and address construction issues throughout the construction period.
- C Assemble contracts for construction projects.
- C Review project plans and specifications.
- C Negotiate with property owners for easements and right-of-way agreements.
- C Model, design and update public utility systems.
- C Inspect various aspects of construction currently in progress.
- C Review and approve development requests for public utility systems.
- C Inspect existing facilities for needed maintenance.

IV. Marginal Duties

- C Interact with various public agencies.
- C Assist in the development of GIS data.
- C Complete purchase orders, disclosures, change orders, engineering service agreements, construction contracts and requests for proposals.
- C Attend Public Utility Advisory Board meeting.
- C Route contracts for signatures.
- C Attend Development Review meetings.
- C May be required to assist in the management and design of capital improvement projects and in the master planning and project review processes.
- C Perform other duties as assigned.

V. Qualifications:

**Education:** Bachelors degree in civil engineering. Encouraged to obtain Professional Engineer's license.

**Experience:** One year of related work experience. Valid Utah driver's license; Engineering-in-training Certification; Utah Grade IV Water Distributor Operator license within six months of hire; may substitute up to two additional years of education for two years of experience.

**Knowledge of:** A working knowledge of utility system designs; experience working with computer-aided design; an understanding of a variety of City ordinances regarding subdivisions, zoning, hillside, water,

drainage, street lighting, traffic control devices, survey methods, etc.

**Responsibility for:** Partially responsible for project planning and scheduling, quality and quantity standards, design methods, and costs. Responsible for using discretion when explaining to outside agencies and/or individuals the various projects that Sandy City is involved in.

**Communication Skills:** Glean relevant information and inform personnel and the public regarding City ordinances and procedures. Communicate effectively with contacts from other departments and governmental agencies. This position also requires regular and frequent outside contact with persons of high rank, requiring tact and judgement to deal with and influence people. It also requires a well developed sense of strategy and timing.

**Tool, Machine, Equipment Operation:** Occasional use of a communications radio; frequent use of personal computer, and regular use of a company truck.

**Analytical Ability:** Great mental effort, initiative, and ingenuity are required in the management and design of capital improvement projects throughout the engineering and construction phases. Use of AUTOCAD, GIS software, modeling software, word processing and spreadsheet software applications. Strongly encouraged to gain experience and become proficient in the use of these modeling, CAD, and other software packages.

VI. Working Conditions:

Moderate pressure and fatigue are present in this position due to above average exposure to deadlines; constant attendance is required; able to organize own work with need to inform supervisor of progress.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_